ABSTRACT OF THE DISCLOSURE

[0037] An intelligent document management and usage method, comprising the steps of: extracting at least one keyword from each document respectively, and using it as the attribute row corresponding to the document; then, providing a keyword directory table to the display screen for user usage and management, wherein the keyword directory table comprises a plurality of first keyword directories that are composed of the union of the keywords contained in the document. When the user selects one of the first keyword directories, the document link points contained in the first keyword directory are displayed. Moreover, a parent-son hierarchical relationship of the first keyword directory and a plurality of second keyword directories contained in the first keyword directory is also displayed. The second keyword directories are united by the keywords of all documents contained in the first keyword directory corresponding to the upper layer except for the keyword of the upper layer. When the user repeatedly processes the operation of selecting the lower layer keyword directories, as long as the keyword directory of some specific layer displays the document link point of the document needed by user, the user can select the needed document.